

Report for Week Ending 30 January 1957
from
PROJECT STAFF

Projects 4-83, 4-84, 4-96, 5-59, 5-68

No change from previous report.

General Information

Tentative approval has been obtained in the DD/S and DD/I Areas for use of the revised intra office chain envelope. Approval in the DD/P Area is still pending. However, if such approval is not forthcoming, we will proceed with putting the envelope in effect in the other two areas.

A requisition for 40 non-standard correspondence cabinets for ☐ was returned. Tentative agreement had been reached to provide six standard cabinets and supply the remainder of the needs from the cabinets which we anticipate BR will return to stock when they install their shelf filing.

25X1

In line with our policy to replace ^{SAFE} staff cabinets with non-safe cabinets in the repository it is planned to substitute safety stack equipment for 27 safe cabinets valued at \$9,500. The equipment being substituted will cost \$1,750.



25X1

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Records Disposition

Project 6-40 Office of Central Reference

25X1

No change from previous report. Project is 62% complete.

Project 6-70 Cable Secretariat

25X1

The proposed schedule for this office was returned with numerous comments concerning the disposition of various record series. These comments will be reviewed and a meeting will be scheduled with the office to resolve these differences. Project is 70% complete.

Project 6-81 Office of Logistics

25X1

Review of the proposed schedule is continuing. Project is 50% complete.

General Information

Five cubic feet of inactive records were transferred from the Audit Staff to the Records Center.

Security Office is preparing a memorandum requesting the transfer of twenty cubic feet of records from the Department of State to this Agency.



25X1